

GENERAL PERMIT

A General Permit is available for a culvert with an engineered design under NR 320, Wis. Adm. Code. To qualify for this general permit, your project must meet eligibility standards. Designing your project to meet these standards helps conserve fish and wildlife habitat, water quality and other public rights which we all enjoy. In addition, this will help us make a prompt decision on your proposal.

This application packet will allow you to supply the needed information for us to assure your project is eligible for a general permit. You will want to begin by gathering all the information contained in the checklist below. If your project is eligible, or meets all the criteria below, you should then fill out the general permit application and furnish that to the identified office for review.

If you do not supply all the information contained in the eligibility requirements checklist or on the application, your project cannot be reviewed. After we receive your complete package, we will respond within 30 days to notify you that your project is eligible or that additional information is required to complete your application. In some cases, you may be notified that your project requires an individual permit.

WHAT YOU NEED TO INCLUDE WITH YOUR APPLICATION:

Note: To avoid delays, supply all of the information listed below in a complete and organized format. Detailed descriptions of the necessary information and common mistakes can be found in our Permit Partner Document.

	Location	DNR USE ONLY
<input type="checkbox"/> Photographs showing the entire project site in relation to the navigable waterbody in pre-construction condition.	Attachment	<input type="checkbox"/>
<input type="checkbox"/> Waterway general permit application form (3500-108).	Form	<input type="checkbox"/>
<input type="checkbox"/> Fee sheet (3500-53A) and check for fee <i>Amount Enclosed</i> \$_____.	Form/ attachment	<input type="checkbox"/>
<input type="checkbox"/> Culvert sizing worksheet.	Plan sheet/drawing	<input type="checkbox"/>
<input type="checkbox"/> Culvert drawing/plans.	Plan sheet/drawing	<input type="checkbox"/>
<input type="checkbox"/> A highlighted map that clearly shows a direction to the proposed site including major landmarks and roads.	Attachment	<input type="checkbox"/>
<input type="checkbox"/> Proof of property ownership such as a copy of the deed.	Attachment	<input type="checkbox"/>
<input type="checkbox"/> Brief written description of your proposal.	Attachment	<input type="checkbox"/>
<input type="checkbox"/> Three copies of this entire completed application package.		<input type="checkbox"/>

For detailed information about the items needed to apply or common errors in applications see our **Permit Partner Document** at <http://www.dnr.state.wi.us/org/water/fhp/waterway/index.shtml>

Note: This is your state chapter 30 permit. You may need to obtain permits from other agencies such as your county or local government.

After you have assembled all of the items on our checklist, make three (3) complete copies and send all three copies to the DNR office listed below. Do not forget to include a check for the appropriate fees to avoid delays in processing.

NORTHERN REGION COUNTIES

Ashland	Lincoln
Barron	Polk
Bayfield	Price
Burnett	Rusk
Douglas	Sawyer
Florence	Taylor
Forest	Vilas
Iron	Washburn
Langlade	

Aquatic Habitat Coordinator
DNR Service Center
107 Sutliff Avenue
Rhineland, WI 54501
phone (715) 365-8926

NORTHEAST REGION COUNTIES

Brown	Marquette
Calumet	Menominee
Door	Oconto
Fond du Lac	Outagamie
Green Lake	Shawano
Kewaunee	Waupaca
Manitowoc	Waushara
Marinette	Winnebago

Aquatic Habitat Coordinator
DNR Service Center
2984 Shawano Ave, Box 10448
Green Bay, WI 54307-0448
phone (920) 662-5103

SOUTH CENTRAL REGION COUNTIES

Columbia	Iowa
Dane	Jefferson
Dodge	Lafayette
Grant	Richland
Green	Rock Sauk

Aquatic Habitat Coordinator
DNR Service Center
3911 Fish Hatchery Road
Fitchburg, WI 53711
phone (608) 275-3313

SOUTHEAST REGION COUNTIES

Kenosha	Sheboygan
Milwaukee	Walworth
Ozaukee	Washington
Racine	Waukesha

Aquatic Habitat Coordinator
DNR Service Center
141 NW Barstow, Room 180
Waukesha, WI 53188
phone (262) 574-2126

WEST CENTRAL REGION COUNTIES

Adams	Marathon
Buffalo	Monroe
Chippewa	Pepin
Clark	Pierce
Crawford	Portage
Dunn	St. Croix
Eau Claire	Trempealeau
Jackson	Vernon
Juneau	Wood
LaCrosse	

Aquatic Habitat Coordinator
DNR Service Center
1300 W. Clairemont, Box 4001
Eau Claire, WI 54702-4001
phone (715) 839-1600

Standards Summary

This sheet generally describes the standards & conditions that you must follow when you have received eligibility for a general permit. All of our general permits have specific standards for construction and location contained in law. By acting on this permit you certify that your plans comply and that you will follow the standards and laws pertaining to the general permit program.

- ☐ Culvert placement may not occur in a public rights feature.
- ☐ To be eligible you must devise an erosion control plan that prevents erosion and meets the technical standards found at: <http://dnr.wi.gov/water/wm/nps/stormwater/techstds.htm>.
- ☐ Both ends of the culvert shall be installed so a minimum of 4 and a maximum of 8 inch for a round culvert and 6 inch for a pipe arch culvert lies below the bed of the waterway.
- ☐ If flow conditions require the use of a multiple culvert arrangement, culverts shall be placed at varying elevations one in the bed and the other at 4 to 8 inch higher to facilitate base and low flows as well as excessive rain or snowmelt events.
- ☐ Culvert placement and installation must mimic the natural stream and gradient above and below the culvert channel.
- ☐ The required culvert area may not exceed 40 square feet which would be no more than a 85 inch round culvert or less than a 103 by 71 inch pipe arch.
- ☐ Approach fill shall be a maximum of one foot at the bank and 0 feet and 15 feet landward of the bank
- ☐ Dredging and deposition of up to 2 cubic yards of sand, gravel or stone on the streambed may be associated with the placement of a culvert. The dredging must be limited to the volume necessary to bury the culvert as required and the deposit is limited to the area immediately underneath or within 2 feet of the culvert
- ☐ Clean fill material shall be compacted around the culvert. Multiple culvert crossings shall have a minimum of 2 feet clearance between adjacent culverts to allow adequate compaction of fill material. The culvert shall be designed or protected to prevent crushing.
- ☐ Culvert inlets may not be capped with screens, bars or any other means which prevent movement of fish or wildlife or collects debris, with the exception of beaver control procedures.
- ☐ The culvert shall extend at least one foot longer than the road fill. The channel shall be protected with variable-sized riprap extending horizontally at least 2 times the culvert diameter or height of arch culvert from the end of the culvert. Riprap placement shall include an adequate filter layer or filter fabric.
- ☐ On trout streams and perennial tributaries to trout streams, construction or placement is prohibited between September 15 and May 15 of any calendar year.
- ☐ On all waterways that are not trout streams, construction or placement North of Hwy 29 is prohibited between April 1 and June 1 annually.
- ☐ On all waterways that are not trout streams, construction or placement South of Hwy 29 is prohibited between March 15 and May 15 annually.
- ☐ Clean fill material must be compacted around the culvert. Multiple culvert crossings must have a minimum of 2 feet clearance between adjacent culverts to allow adequate compaction of fill material. The culvert must be designed or protected to prevent crushing
- ☐ The required culvert area may not exceed 20 square feet (as calculated with culvert sizing worksheet).
- ☐ The permit does not authorize any work other than what is specifically described in the application and plans dated as listed above and as limited by the conditions of the permit. A permittee shall obtain prior written approval of modifications from the department before modifying a project or amending permit conditions.
- ☐ The permittee shall notify the department at telephone number listed above before starting construction and again not more than 5 days after the project is complete.
- ☐ The permittee shall post a copy of this permit at a conspicuous location on the project site visible from the waterway, beginning at least 5 days prior to construction and remaining at least 5 days after construction. The permittee shall also have a copy of the permit and approved plan available at the project site at all times until the project is complete.
- ☐ Upon reasonable notice, the permittee shall allow access to the project site during reasonable hours to any department employee who is investigating the project's construction, operation, maintenance or permit compliance.
- ☐ The permittee shall complete the project on or before the expiration date listed. If the project is not completed by the expiration date, the permittee shall submit to the department a written request for an extension prior to the expiration date of the permit. The request shall identify the requested extension date and the reason for the extension. The department may grant a permit extension for good cause shown. The permittee may not begin or continue construction after the original permit expiration date unless the department grants a new permit or permit extension in writing.
- ☐ The permittee shall submit a series of photographs to the department within one week of completion of work on the site. The photographs shall be taken from different vantage points and depict all work authorized by the permit.
- ☐ The permittee shall maintain the project in good condition and in compliance with the terms and conditions of the permit, this chapter and ss. 30.206, Stats.
- ☐ The department may modify or revoke the permit if the project is not completed according to the terms of the permit or if the department subsequently determines the activity is detrimental to the public interest.
- ☐ Acceptance of a general permit and efforts to begin work on the activity authorized by the general permit signifies that the permittee has read, understood, and agreed to follow all conditions of the general permit.

If the department determines that a proposal submitted under this section has the potential to impact an endangered or threatened species in accordance with s. 29.604, Stats., the application is incomplete. The department may not issue a general permit until the applicant submits information to demonstrate one of the following:

- a. that the project either avoids impacts to the threatened or endangered species or
- b. that the project has received an incidental take authorization under 29.602, Stats.
- c. if the project is modified, the applicant must submit the revised plan before the application can consider the application complete or issue a general permit.

Notice: This application form is required under Section 30.206, Wis. Stats. and ch. NR 310, Wis. Adm. Code. Failure to submit a complete application to the Department at least 35 days prior to the date of proposed construction may result in dismissal of your application, forfeitures or other enforcement. Personally identifiable information included on this form will be used to contact you and is not intended to be used for other purposes. It may be made available to requesters under Wisconsin's Open Records law [ss. 19.31-19.39, Wis. Stats.].

Section I: Landowner Information

Name			Contact Person	
Mailing Address			Email Address	
City	State	Zip	Phone ()	Fax ()

Section II: Activity

Check the box next to the type of general permit you are requesting with this application

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Biological Shore Erosion Control | <input type="checkbox"/> Dry Fire Hydrant | <input type="checkbox"/> Pilings | <input type="checkbox"/> Seawall-Replace with Riprap |
| <input type="checkbox"/> Boat Ramp | <input type="checkbox"/> Fish Habitat Structure | <input type="checkbox"/> Pond – Landscape | <input type="checkbox"/> Weed Rake |
| <input type="checkbox"/> Clear Span Bridge | <input type="checkbox"/> Ford | <input type="checkbox"/> Pond – Stormwater | <input type="checkbox"/> Wildlife Habitat Structure |
| <input type="checkbox"/> Culvert | <input type="checkbox"/> Grading – Less Than One Acre | <input type="checkbox"/> Pond – Wildlife | <input type="checkbox"/> Riprap |
| <input type="checkbox"/> Dredging – Drainage District | <input type="checkbox"/> Grading – One Acre or More | <input type="checkbox"/> Riprap Repair / Replacement | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Dredging - Utility Crossings | <input type="checkbox"/> Intake/Outfall Structure | <input type="checkbox"/> Seawall Replacement | |

Section III: Agent Information

Check one <input type="checkbox"/> Consultant <input type="checkbox"/> Authorized Representative	<input type="checkbox"/> Contractor <input type="checkbox"/> Not Applicable	Contact Person		
Mailing Address		E-mail Address		
City	State	Zip	Phone ()	Fax ()

Section IV: Site Information

Project Address					Waterway Name		
1/4 / 1/4	1/4	Section	Township N	Range E/W	Check one <input type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of _____	County	
Project Start Date (Month/Day/Year)					Approximate Project End Date (Month/Day/Year)		

Will this project effect wetlands? ☐ Yes ☐ No ☐ Unsure

How did you arrive at this conclusion? _____

Section V: Permit Conditions

1. The permit does not authorize any work other than what is specifically described in the application and plans dated as listed above and as limited by the conditions of the permit. A permittee shall obtain prior written approval of modifications from the department before modifying a project or amending permit conditions.
2. The permittee shall notify the department at telephone number listed above before starting construction and again not more than 5 days after the project is complete.
3. The permittee shall post a copy of this permit at a conspicuous location on the project site visible from the waterway, beginning at least 5 days prior to construction and remaining at least 5 days after construction. The permittee shall also have a copy of the permit and approved plan available at the project site at all times until the project is complete.
4. Upon reasonable notice, the permittee shall allow access to the project site during reasonable hours to any department employee who is investigating the project's construction, operation, maintenance or permit compliance.
5. The permittee shall complete the project on or before the expiration date listed above. If the project is not completed by the expiration date, the permittee shall submit to the department a written request for an extension prior to the expiration date of the permit. The request shall identify the requested extension date and the reason for the extension. The department may grant a permit extension for good cause shown. The permittee may not begin or continue construction after the original permit expiration date unless the department grants a new permit or permit extension in writing.
6. The permittee shall submit a series of photographs to the department within one week of completion of work on the site. The photographs shall be taken from different vantage points and depict all work authorized by the permit.
7. The permittee shall maintain the project in good condition and in compliance with the terms and conditions of the permit, this chapter and s. 30.206, Stats.
8. The department may modify or revoke the permit if the project is not completed according to the terms of the permit or if the department subsequently determines the activity is detrimental to the public interest.
9. Acceptance of a general permit and efforts to begin work on the activity authorized by the general permit signifies that the permittee has read, understood, and agreed to follow all conditions of the general permit.
10. This project shall comply with all conditions identified in the following Wisconsin Administrative Code, and identified in the Instructions for the General Permit application.

FOR DNR USE

Date of Project Plans

Phone
()

Project Expiration Date

WI Adm. Code

Section VI: Findings of Fact

1. The department has determined that the project site and project plans meet the standards in s. 30.206, Stats. and the following Wisconsin Administrative Code, to qualify for this General Permit.
2. The proposed project will not injure public rights or interests, cause environmental pollution as defined in s. 299.01(4), Wis. Stats., or result in material injury to the rights of any riparian owner, if constructed in accordance with this permit.
3. The department and the applicant have completed all procedural requirements, and the project as permitted will comply with all applicable requirements of Section 30.206, Wis. Stats., and Chapters NR 102, 103, 150, 299, 310 and the following Wisconsin Administrative Code.

WI Adm. Code

WI Adm. Code

Section VII: Conclusions of Law

1. The department has authority under ch. 30, Wis. Stats., and applicable Wisconsin Administrative Codes, to issue a permit for the construction and maintenance of this project.
2. The department has complied with s. 1.11, Wis. Stats.

Section VIII: Certification and Permission

I am the owner of the riparian property or am the duly authorized representative and may sign this application on behalf of the owner(s) of said property. I hereby certify that the information contained herein is true and accurate. I have read and understand all of the conditions listed in this permit and in the instructions. I have designed the project to comply with the conditions, and I will construct the above-mentioned project in compliance with all such conditions. I hereby give the Department permission to enter and inspect the site at reasonable times, to evaluate this application and to monitor compliance with any resulting permit. I understand that failure to comply with any or all of the provisions of the permit renders the authorization contained herein null and void and may result in a fine and/or imprisonment or forfeiture under the provisions of ch. 30, Wis. Stats.

Landowner or Agent Name (please print)	
Landowner or Agent Signature	Date Signed

Mail this signed, completed form, along with all the information shown on our check lists, including three copies and the appropriate fee to the Department of Natural Resources office in the region where the project is located. See the instructions for regional office addresses.

This permit application is approved when it is signed and dated below by an authorized Department of Natural Resources employee.

Section IX: Permit Approval

DNR USE ONLY

Date Application Received		Docket#		Date Application Completed	Fee Received \$
NHI Checked? <input type="checkbox"/> Yes	Historic Checked? <input type="checkbox"/> Yes	ASNRI? <input type="checkbox"/> Yes <input type="checkbox"/> No	PRF? <input type="checkbox"/> Yes <input type="checkbox"/> No	PNW? <input type="checkbox"/> Yes <input type="checkbox"/> No	
State of Wisconsin Department of Natural Resources for the Secretary			Title		
			Date Signed		
Issued by					
Copies of this permit sent to: <ul style="list-style-type: none"> <input type="checkbox"/> Conservation Warden <input type="checkbox"/> U.S. Army Corps of Engineers <input type="checkbox"/> Zoning Administrator <input type="checkbox"/> Town Clerk <input type="checkbox"/> Other _____ 					

FEE INFORMATION

Information about Fees for Applications to Alter Lakes, Streams or Wetlands

State law requires that the Department charge a fee for processing your request to make changes to public waters and wetlands. The Department begins review of each application for completeness only after the correct fee is received. Please review the application information for the activity you are applying for in order to determine the correct fee. This information is available on the Department's web site at www.dnr.wi.gov under the topic Waterway and Wetland Permits.

*** Please see Page 8 of this Application for Applicable Fees ***

*** COMPLETE BOTH SIDES OF THIS FORM AND SUBMIT WITH YOUR APPLICATION ***

For purposes of determining permit application fees, a "single project" is defined as an activity that affects a single waterway, waterbody or wetland within a single county. **After exemption determinations and general permit deadlines are met, individual applications are reviewed on a first in - first out basis.**

An optional **expedited decision process** is available for a supplemental fee of \$2000. The expedited permit review guarantees a decision by a mutually agreed-upon date between the applicant and the Department. If you wish to request an expedited permit review, submit a letter with your application describing the time frame that will meet your needs, along with a check for the applicable permit fee and a separate check for the supplemental fee. Supplemental fees are based on county boundaries. If your project involves alterations to the landscape in 2 separate counties your supplemental fee will be \$4,000. (The supplemental fee funds permit reviewers specifically designated for expedited decision-making). Within twenty days we will respond in writing, specifying any additional information needed for an expedited decision on your proposal, and the date by which we can make a decision once the application is complete.

After-the-fact applications, for permits or approvals submitted after work has been commenced or completed, require twice the usual fee. Projects started or completed without obtaining the appropriate permits are subject to enforcement actions (e.g. monetary forfeitures, mandatory abatement, mandatory restoration).

Refunds of standard fees are made only if the applicant withdraws their application and requests a refund before we determine that the application is complete.

Note: Personally identifiable information on this form is not used for any other purpose than filing of this application but it may be made available to requesters under Wisconsin's open records law [s. 19.31-19.39, Wis. Stats.].

Activity Applied for	Amount Enclosed \$ _____ Make checks payable to "Wisconsin DNR"
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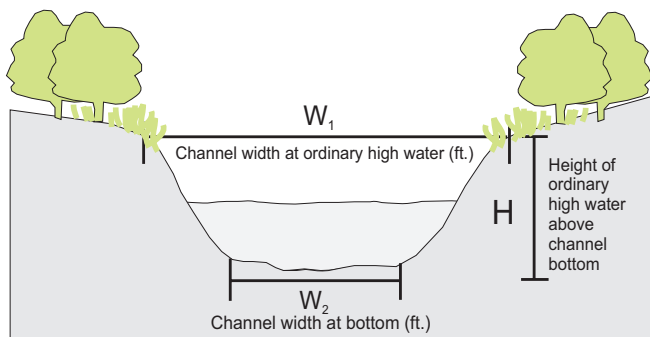
LEAVE BLANK – DEPARTMENT OF NATURAL RESOURCES USE ONLY		
Fee Received \$ _____	<input type="checkbox"/> Check <input type="checkbox"/> Money Order	Check/Order Number
Received by		Docket Number

Applicant Name _____ Date: _____

Culvert Sizing

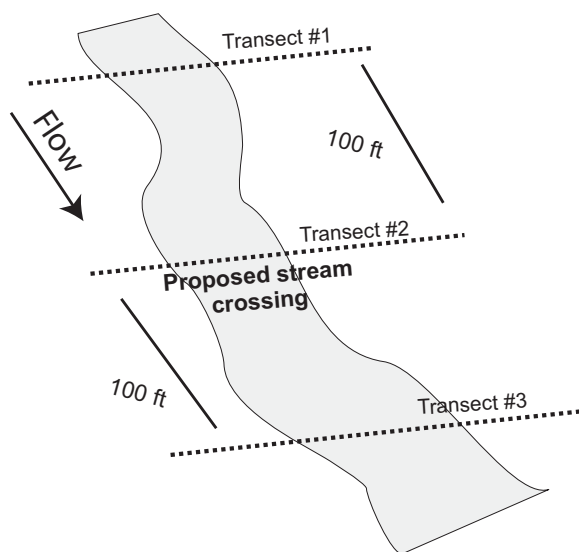
To be eligible for a general permit without a professionally engineered culvert design, the required culvert area may not exceed 20 square feet. To be eligible for a general permit with a professionally engineered culvert design, the required culvert area may not exceed 40 square feet. An individual permit will be required for culvert areas greater than 40 square feet.

Calculating Culvert area



To determine the required culvert area, 3 measurements should be made: channel width of the stream in feet at the ordinary high water mark (W_1), channel width of the stream in feet at the stream bottom (W_2), and the height in feet of the ordinary high water above the stream bottom (H) (see diagram). These 3 measurements are made at each of 3 locations or transects along the stream: the location of the proposed crossing, 100 feet upstream from the crossing, and 100 feet downstream from the crossing. The individual measurements of W_1 , W_2 and H are averaged to derive the final W_1 , W_2 and H values. The required culvert area is then calculated with the following equation:

$$\text{Required Culvert area (square feet)} = H \times (W_1 + W_2)$$



	Height (ft.)	W_1 (ft.)	W_2 (ft.)
Transect #1			
Transect #2			
Transect #3			
sum of column			
sum / transects	$\div 3$	$\div 3$	$\div 3$
AVERAGE			

$\text{Height (ft.)} \times \left(\text{W}_1 \text{ (ft.)} + \text{W}_2 \text{ (ft.)} \right)$

Required Culvert area (square feet) =

The minimum size culvert needed to pass flows must have an area that is as much or more than the required culvert area. For example, the required culvert size for a culvert area calculation of 8.5 sq. ft. would be 42".

Culvert area and corresponding round culvert size

Culvert area (sq ft)	Culvert diameter (in.)
1.80	18
3.00	24
4.90	30
7.10	36
9.60	42
12.60	48
15.90	54
19.60	60
23.80	66

Culvert area and corresponding pipe arch dimensions

Culvert area (sq. ft.)	Pipe width (in.)	Pipe height (in.)
6.4	43	27
8.7	50	31
11.4	58	36
14.3	65	40
17.6	72	44
22.0	73	55
25.3	81	54
26.0	85	59
31.0	87	63
35.0	95	67
40.0	103	71

DRAWINGS OF PROPOSED
ACTIVITY SHOULD BE
PREPARED IN ACCORDANCE
WITH SAMPLE DRAWING

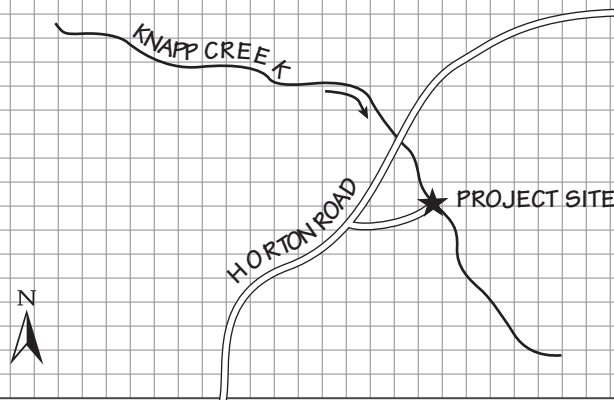
Location sketch (indicate scale.)
Show route to project site: include
nearest main road and crossroad.

CULVERT SAMPLE DRAWING
WITHOUT ENGINEERED DESIGN

Scale: 1" = _____ ft.

Fire Number _____

Proposed Materials

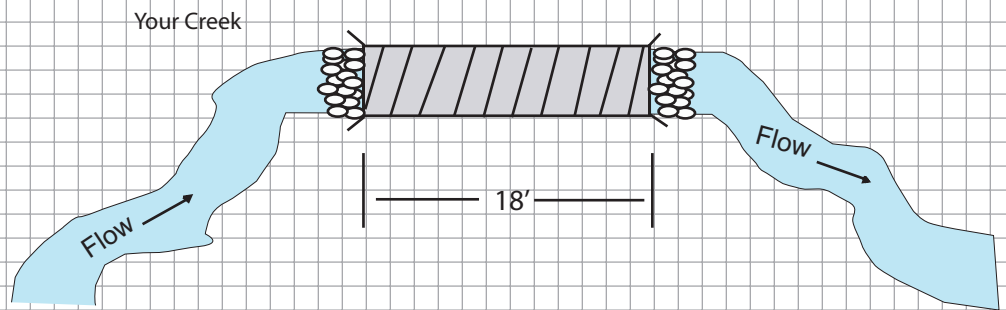


Project Plans. (Include top view and typical cross sections. Clearly identify features and dimensions or indicate scale.)
Use additional sheets if necessary.



Scale: 1" = 10 ft.

Top View



Erosion Control Techniques

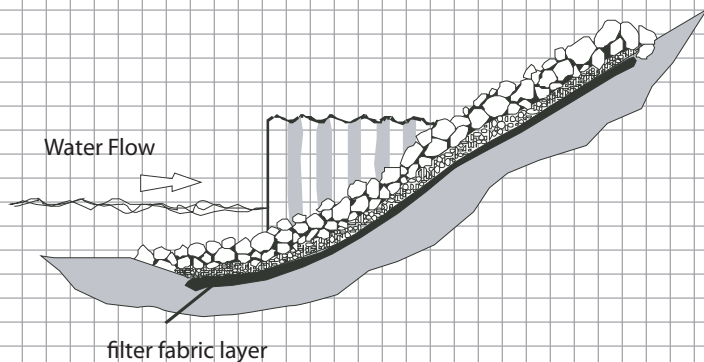
Additional Information

Will the proposed project affect the navigational use of the waterbody? ☐ Yes ☐ No

If "Yes", the following portage will be provided (describe portage: _____)

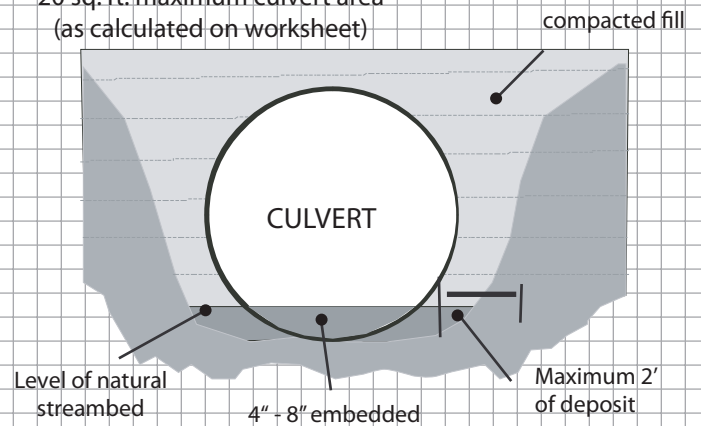
Side View

NOT TO SCALE



Cross Section

20 sq. ft. maximum culvert area
(as calculated on worksheet)



Please review the permit application materials closely to see if your project is eligible for a General Permit (GP) or an Individual Permit (IP). This will make a difference in your fee, and in the permit processing time. For projects that require multiple permits or approvals, use the right hand columns to calculate your total fee. **The following projects do not require fees:** Waterway projects funded in whole or in part by any Federal or State agency, Dam or wetland projects conducted by any Federal or State agency

Activity	Quantity	Amount	Subtotal
Activities requiring a \$50 fee:			
Activities authorized under a General Permit (GP) unless otherwise specified			
GP for biological shore erosion control structure			
GP for boat landing (public only)			
GP for bridge-clear span			
GP for dredging-previously permitted drainage district maintenance			
GP for dredging-vibratory plow crossings of 10 or less			
GP for dry fire hydrant			
GP for fish crib, half log, spawning reef, tree drop, wing deflector)			
GP for ford			
GP for piling			
GP for pond-landscape (not located in a wetland)			
GP for pond-wildlife (meeting criteria in NR 353.04 and NR 353.05)			
GP for new riprap on moderate and high energy lakes and flowages			
GP for riprap repair or replacement on inland lakes and flowages			
GP wildlife habitat structure (nesting structure)			
GP for seawall replacement			
GP for seawall replacement with riprap or vegetated armoring			
GP for weed rake			
Boathouse / fixed houseboat repair certification			
Total Quantity		x \$50	= \$
Activities requiring a \$300 fee:			
GP for a new culvert			
GP for dredging-each open trench utility crossing			
GP for grading greater than 10,000 square feet on the bank			
GP for intake-outfall structure			
GP for pond-stormwater			
Total Quantity		x \$300	= \$
Activities requiring a \$300 fee:			
Individual Permit (IP) for fish/wildlife habitat structures			
IP for non-metallic mining in Marathon County			
IP for piling			
Boathouse certification for an exception	single project	\$300	= \$300
Permits requiring a \$500 fee:			
All Individual Permits (IP) unless otherwise specified			
Dam construction or modification approval			
Dam transfer ownership and/or financial responsibility approval			
Declaratory rulings			
Municipal bulkhead line approval			
Water level or flow order			
Water Quality Certification (e.g. wetland draining, dredging, filling)	single project	\$500	= \$500
	Subtotal	\$	
After-the-fact Permit Fee: double the applicable fee (these fees are non-refundable)		\$	
Optional Request for Expedited Permit Decision: Supplement Fee of \$2000 per county		\$	
Make checks payable to "Wisconsin DNR" TOTAL		\$	